

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Tuesday June 14, 2011

12:00 pm

The Gateway

Information Center

3rd Floor Meeting Room

MEETING MINUTES:

The meeting was called to order at 12:07pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Len Panaggio, Greg Fater, Susan Coogan, Stephen Coyne, Laurie Stroll, Ed Silveira, , Susan Samson, Rocky Kempenaar, Karen Oakley, Daniel Braun, Marlen Scalzi, Jeff McDonough, Katie Wilkinson, Stephan Brigidi, Lisa Speidel

BOARD MEMBERS ABSENT & EXCUSED WERE: Bill Enos, Pieter Roos

BOARD MEMBERS ABSENT & NOT EXCUSED WERE: Jon Cohen

STAFF PRESENT WERE: Evan Smith, Cathy Morrison, Tim Walsh, Deb Gatta, Annie Everson, Ellen Crawley

GUESTS PRESENT WERE: Terry Horsley, representing The Newport Daily Record, filmed the meeting.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for May 10, 2011 were reviewed. A motion to accept the minutes was made by Katie Wilkinson and seconded by Susan Samson. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for May, 2011 was read by Stephen Coyne. City Bed Tax for March, 2011 was down 3.04%, YTD. Regional Bed Tax was down 21%, YTD for a combined YTD Bed Tax of -8.23%. He reviewed the revenues and expenses for the month of May, 2011. A motion to accept the Treasurer's report for May was made by Len Panaggio and seconded by Katie Wilkinson. The motion passed unanimously.

III. STAFF REPORTS:

A. SALES AND TOURISM:

Tim Walsh, Vice President of Sales & Tourism, reported on the status of the Sales & Tourism Department and upcoming events.

B. OPERATIONS:

Cathy Morrison, Vice President of Operations, reported on the status of the Information Center, including summer staffing and the new ticket system.

C. MARKETING:

Annie Everson, Advertising Manager of the Marketing Department, reported on the status of the Marketing Department and upcoming events.

D. PRESIDENT'S REPORT:

Evan Smith reported on the following:

- Summer season to date, somewhat slow. He stated no adjustments to the budget necessary at this time as it is too early to tell with current data.**
- He announced that Hess Oil has withdrawn their plans for a terminal at Weavers Cove, Fall River, MA. Discussion followed.**
- The SeaFair, a 228-foot luxury yacht that serves as an art gallery has been granted a license to dock in Newport Harbor at Perry Mill Wharf between June 30 and July 13. Evan briefed the board that there has been some controversy about this application. The board did not take a position on the issue.**

IV. COMMITTEE REPORTS:

A. SALES & MARKETING:

Laurie Stroll reported on the following:

- An Industry Branding Workshop regarding the potential name change of the NBCCVB will be held on 6/16/11 at the Gateway Center. There will be two sessions, 12pm-2pm and 3pm-5pm. Robert Leaver of New Commons will lead the sessions. The Committee will meet after the workshop (date TBA) and the information will be presented**

at the August board meeting. Discussion followed.

B. FINANCE & FACILITIES COMMITTEES:

Stephen Coyne reported on the following:

- The Finance Committee met on 6/8/11. One agenda item discussed the corporate credit card. The goal will be one account with Amex or Visa with 4 cards, one for Evan Smith and 3 for the Vice Presidents.
- The annual financial audit for year ending 3/31/11 should be completed soon to be reviewed by the Finance Committee and presented for approval by the Board of Directors at the August board meeting.
- Stephen also reported for the Facilities Committee and reported that the competition for the first floor redesigning of the CVB should be completed in August.

V. UNFINISHED BUSINESS:

Stephan Brigidi questioned the redesigning of Newport's Queen Ann Square. Discussion followed.

VI. ADJOURNMENT:

A motion to adjourn was made by Len Panaggio and seconded by Ed Silveira. The motion passed unanimously. The meeting adjourned at 1:09 pm.

NO BOARD MEETING WILL BE HELD FOR THE MONTH OF JULY

The next board meeting will be

Tuesday, August 9, 2011

At the Gateway Information Center

3rd floor meeting room